

Laura Thrasher
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McClain Hall 106
100 E Normal
Kirksville, MO 63501-4221

TO: ALL PROSPECTIVE VENDORS

RE: Addendum No. 5
Campus Food Service
Project No. SP24-02

Addendum No. 5 is issued to inform vendors that we have received questions that require a response and therefore, an addendum. Please refer to the questions and responses provided.

Please confirm that we have the correct email address for your company. This addendum and subsequent addendums will be sent to all firms who have expressed their interest in submitting a proposal.

Vendors are to acknowledge receipt of Addendum No. 5 in their response.

Please contact Laura Thrasher at (660) 785-4326 or Sarah Jones at (660) 785-4159 or send an email to lthrasher@truman.edu and sjones@truman.edu if you have any questions. We look forward to a proposal response from your organization. Thank you.

A handwritten signature in cursive script that reads "Laura K. Thrasher".

Sincerely,

Laura Thrasher
Purchasing Buyer

**Project No. SP24-02 Campus Food Services
Questions and Responses**

1. Provide the number of meal swipes and dining dollars for each retail location for the past three years.

	2020/2021		2021/2022		2022/2023	
	Number of Meal Transfers	Dining Dollars Spent	Number of Meal Transfers	Dining Dollars Spent	Number of Meal Transfers	Dining Dollars Spent
Main Street Market*	47,370	\$ 323,923	47,337	\$ 284,540	38,762	\$ 253,327
C-Store Dobson	19,456	78,740	17,832	80,843	20,020	101,140
C-Store West Campus	22,281	87,701	17,036	72,490	13,872	64,353
Einstein Bros Bagels	10,583	46,246	11,192	48,469	8,341	41,914
Starbucks	8,537	42,531	10,340	50,159	8,740	57,482
	<u>108,226</u>	<u>\$ 579,140</u>	<u>103,737</u>	<u>\$ 536,500</u>	<u>89,735</u>	<u>\$ 518,215</u>

*Includes Chik-fil-A, Mein Bowl, Sizzlin' Salad & Spuds, Tres Habaneros & Simply to Go

2. What is the annual participation rate by meal plan at each dining hall (Missouri and Ryle Halls)? (Participation is defined as the number of meals redeemed divided by the number of available meals.)
- During the last academic year, the participation rates for Ryle and Missouri Halls were approximately 32% and 13%, respectively. The participation rate for all other retail locations was approximately 45%. The overall participation rate was approximately 90%.
3. Under section A. Contractor Obligations on page 7 item 27 b, can you provide a quantification on the annual cost for the past 3 years of equipment maintenance and repairs under \$1000 please?
- During the last three fiscal years, individual equipment repairs costing less than \$1,000 have amounted to less than \$3,000 per year.
4. Addendum 4, Question number 1 lists the daily rate as \$18.25. Please clarify which specific meal plan the \$18.25 daily rate is for, and provide daily rates for all meal plans as applicable. Is the current contract set up on a daily rate P&L? If so, what is the daily rate? If not, what does Truman pay to Sodexo for each meal plan per semester/academic year?
- The daily rates for each individual meal plan are:
 - 21meal per week plus \$75.00 in Dining Dollars (\$19.56 daily)
 - 18 meals per week plus \$125.00 in Dining Dollars (\$18.88 daily)
 - 15 meals per week plus \$225.00 in Dining Dollars (\$17.78 daily)
 - 12 meals per week plus \$125.00 in Dining Dollars (\$15.50 daily)
 - 150 meals per semester plus \$275.00 in Dining Dollars (\$16.30 daily)
 - 75 meals per semester plus \$50.00 in Dining Dollars (\$6.68 daily)
 - 50 meals per semester plus \$50.00 in Dining Dollars (\$4.45 daily)
5. Addendum 4, Question number 2 states that the daily rates DO include declining balance dollars, but question number 5 states that declining balance dollars are included OUTSIDE the daily rates. So do daily rates include declining balance dollars or not?
- The daily rates per meal plan, as outlined in question 4 above, include “Dining Dollars”.
6. Addendum 4, Question number 23 tells us that the 260 operating days also includes summer. Please provide a breakdown of the operating days for fall, spring and summer.
- For the 2023-2024 academic year, the serving days per term are summer 54 days, fall 107 days, and spring 106 days. Depending on the academic calendar, the total number of serving days in a given academic year typically range between 260 and 270 days.
7. When is the last date to submit questions?
- We will accept questions until 5:00p.m. November 15, 2023.